



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

Canc: Sep 2016
IN REPLY REFER TO
BUMEDNOTE 1500
BUMED-M7
23 Oct 2015

BUMED NOTICE 1500

From: Chief, Bureau of Medicine and Surgery

Subj: FISCAL YEAR 2016 ENTERPRISE-WIDE TRAINING ASSIGNMENTS

Ref: (a) 5 CFR 2638.701
(b) OPNAVINST 1500.22H
(c) BUMEDINST 1500.29A

Encl: (1) Fiscal Year 2016 Enterprise-Wide Training Assignment Calendar

1. Purpose. To implement references (a) through (c) by providing a calendar of enterprise-wide training assignments for personnel assigned to Navy Medicine commands (active duty, reservist, civilian, and government contractors). Government contractors may attend government sponsored training on a space available at no cost to the government when such training is determined necessary by the commanding officer in consultation with the contracting officer.
2. Scope. Applies to Budget Submitting Office 18 activities.
3. Policy. Enclosure (1) is the Fiscal Year 2016 enterprise-wide training assignment calendar. This is not an all-inclusive list, but a standardized calendar of select trainings that represent topics of risk to Navy Medicine and its personnel. Enterprise-wide course assignments in the Navy Medicine Learning Management System will be made by Swank Healthcare account representatives and require no action by commands.
4. Action. To mitigate risk and ensure statutory requirements are met, Staff Education and Training (SEAT) departments must incorporate enclosure (1) in the creation of local annual training plans. The responsibility to ensure course completion remains at the command level. Modifications to enclosure (1) will be disseminated by the Navy Medicine Education and Training Command (NMETC) SEAT Liaison office to the command SEAT departments.
5. Point of Contact. The point of contact for training information is CDR Brian King, NMETC SEAT Liaison, 210-808-9653 or e-mail usn.jbsa.navmed-ed-cmd.list.nmetc-seat-liaison-dept-owner@mail.mil.
6. Records. Records created as a result of this notice, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.


M. L. NATHAN

Distribution is electronic only via the Navy Medicine Web site at:
<http://www.med.navy.mil/directives/Pages/default.aspx>

FISCAL YEAR 2016 ENTERPRISE-WIDE TRAINING ASSIGNMENT CALENDAR

| COURSE | DUE DATE | MIL | CIV | CONT | Notes |
|--|-----------------|------------|------------|-------------|-----------------|
| Constitution and Citizenship Day | October 2015 | X | X | X | |
| Diversity Training | December 2015 | X | X | X | |
| No Fear Act: Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002 (every 2 years) | December 2015 | X | X | | |
| Prevention of Unauthorized Commitments (every 2 years) | January 2016 | X | X | | |
| Department of Defense (DoD) Cyber Awareness Challenge V2 | January 2016 | X | X | X | |
| Privacy and Personally Identifiable Information (PII) | February 2016 | X | X | X | |
| HIPAA and Privacy Act Training | February 2016 | X | X | X | Not birth month |
| Combating Trafficking in Persons (CTIP) General Awareness | March 2016 | X | X | | |
| Antiterrorism Level 1 Awareness Training | April 2016 | X | X | X | |
| Navy Medicine Anti-Fraud Program | May 2016 | X | X | X | |
| Records Management in the DON: Everyone's Responsibility | May 2016 | X | X | | |
| Counter Intelligence Awareness and Reporting for DoD | June 2016 | X | X | | |
| Operations Security (Uncle Sam's OPSEC) | July 2016 | X | X | X | |

**MIL = Military; CIV = General Service; CONT = Government Contractors